



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, September 12, 2011 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	November 14, 2011

MEMBERS PRESENT

Jill Fuchs, President
Keith Rudy, Vice-President
Richard Snyder, Secretary
Charlie Eggleston, Complaint Officer
Leslie Persans, Education Officer
James Brockton
Kevin Reinike
Victor Kennedy
Dean Pierson (9:20 a.m. to 10:09 a.m.)

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

James Collins, Director, Division of Professional Regulation
Gayle Melvin, Administrative Specialist III
Roger Akin, Chief Hearing Officer

ALSO PRESENT

Jen Allen

CALL TO ORDER

Ms. Fuchs called the meeting to order at 9:01 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 11, 2011 meeting. Mr. Eggleston made a motion, seconded by Ms. Persans to approve the minutes. The motion was unanimously carried.

UNFINISHED BUSINESS

Discussion with James Collins, Director, Division of Professional Regulation, Regarding the Hearing Officer Process

Mr. Collins was present to discuss the hearing officer process. He explained to the Board why there was a need for a Hearing Officer and how the process would work. Mr. Collins introduced Mr. Akin, Chief Hearing Officer, who spoke about hearing cases, providing the findings of fact and recommending sanctions to the Board. The Board would be bound by the findings of fact, but has the final say on the recommended sanctions. Mr. Akin advised that he would not hear cases concerning the practice of installation. Those cases would still be heard by the Board. Mr. Collins asked Mr. Akin to provide the Board with a copy of the final order from one of the hearings that he had heard.

A discussion was held about the rules and regulations not being in compliance with HUD requirements. A discussion was held about the HUD requirements for specification for footers, specifically the maximum relative density, which is not a testable metric and that the installer must comply with the more stringent standards if the state, county or municipal standards are more stringent than HUD requirements. Mr. Collins suggested that the Board may want to send a letter to HUD. This item will be placed on the agenda for the next meeting.

NEW BUSINESS

Discussion: Memorandum from James Collins Regarding Legislation for the 146th General Assembly, 2nd Legislative Session

A discussion was held concerning the memorandum received from Mr. Collins regarding draft legislation for the 146th General Assembly, 2nd Legislative Session. It was decided that members will review the statute to determine if any proposed changes need to be made. This item will be on the agenda for the next meeting.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment at this meeting.

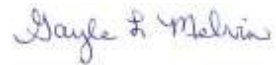
NEXT SCHEDULED MEETING

The next meeting was scheduled for November 14, 2011 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Reinike made a motion, seconded by Mr. Kennedy to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:09 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive style.

Gayle L. Melvin
Administrative Specialist III